

COUNTY OF SAN DIEGO

REPORT FORMAT AND CONTENT REQUIREMENTS

**DARK SKIES AND GLARE
(PHOTOMETRIC STUDY)**



LAND USE AND ENVIRONMENT GROUP

**Department of Planning and Land Use
Department of Public Works**

July 30, 2007

PURPOSE

These Report Format and Content Requirements for Dark Skies and Glare provide guidance on preparing reports for discretionary projects that are being processed by the Land Use and Environment Group. These guidelines are designed to:

- Ensure the quality, accuracy and completeness of the report and, particularly, photometric studies.
- Aid in staff's efficient and consistent review of maps and documents from different consultants.
- Provide adequate information to make appropriate planning decisions and to make determinations regarding conformance with applicable regulations and policies.
- Increase the efficiency of the review process and avoid unnecessary time delays.

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1.0 INTRODUCTION

The report shall follow the formats and guidance in this document. Reports that do not contain all of the mandatory sections described in this document will not be accepted for review by county staff unless an exception is given by the Director of the Department of Planning and Land Use (DPLU).

Following are the general requirements for preparing the report:

- The overall length of the report and the amount of information to include will vary depending on the size and scope of the project.
- County staff will reject the draft report if preliminary review reveals numerous editorial and/or factual errors, or obvious slant in favor of or against the project.
- Other documents may be incorporated by reference, provided that the referenced document is summarized in the draft report and is made available for public inspection at a public place identified in the draft report, including a County office.
- Include only pertinent information and do not include extraneous or surplus information.
- Maintain consistent terminology.
- Present discussion and analysis with a tone that is professional, academic and impartial, rather than argumentative or project advocacy.
- The report must be prepared in professional manner suitable for peer review. Staff may reject a report based on quality if the report is prepared in such a manner that a timely and accurate review cannot be completed.
- The report will be reviewed for accuracy and completeness by a County Chief Electrical, Plumbing and Mechanical Inspector.
- The report is considered draft until County staff determines the report to be complete.

2.0 REPORT CONTENTS

2.1 Report Sections/Chapters

The report must include the following information as part of the analysis.

- Brief description of the proposed project.
- A lighting schedule of all onsite lighting fixtures that detail the following:
 - Manufacturer;
 - Model Number;
 - Type of lamp; and,

- Wattage.
- Photometric Analysis
- CEQA Analysis

2.2 Photometric Analysis (Plot Plan)

The Photometric Analysis must include an 11X17 (or larger) plot plan of the project and include, at a minimum, the following information.

- Drawn to engineers scale with a north arrow;
- Clearly identify all property lines;
- Identify immediate offsite uses and if available, the location of off-site structures;
- Identify all onsite structures and parking areas;
- Identify the location of all onsite lighting fixtures; and
- Photometric overlay that identifies the spill light. The photometric data should encompass the whole area to be illuminated, including extending onto adjacent property. Enough data should be presented to show that light trespass onto adjacent property will not be an issue, and that all parking areas are adequately illuminated.

2.3 CEQA Analysis

Analyze the project using the guidelines in Chapter 4 of the County's Guidelines for Determining Significance for Dark Skies and Glare. Describe the rationale used to determine if the impact is significant or less than significant for each question. Following the analysis and rationale for each question, clearly state whether the impact is considered significant or less than significant. If significant, provide mitigation measures that would reduce the impact to less than significant.

2.4 Report Preparer

The report must be prepared by one of the following:

- A National Council on Qualifications for the Lighting Professions Lighting Certified (NCQLP LC) designer;
- State of California licensed electrical engineer;
- State of California licensed architect; or
- State of California licensed contractor who is performing the work.